

Washington State Department of Personnel Key Facts Regarding Appeals and Director's Reviews

Up- to-date information and forms related to appeals, including the publication *An Informal Guide to Your Rights and Responsibilities When Filing an Appeal*, can be found on the Department of Personnel's web site at www.dop.wa.gov/appeals. In addition, a thorough listing of Personnel Resources Board processes and procedures can be found in Chapter 357-52 of the Washington Administrative Code (WAC).

Requests for Director's Review

A Director's Review is the process for reviewing certain actions taken by an employer. In most cases, general service state employees initiate Director's Reviews. However, in some cases job applicants or candidates may initiate a Director's Review.

Requests for Director's Reviews must be filed at the Department of Personnel:
2828 Capitol Blvd., Olympia, WA 98504

For more information regarding the Director's Review Program please visit the DOP web site or contact:

Karen Wilcox at 360-664-2574, KarenW@dop.wa.gov
Teresa Parsons at 360-664-0373, TeresaP@dop.wa.gov

Rules and procedures for Director's Reviews can be found in Chapter 357-49
(<http://www.dop.wa.gov/Rules/357-49.htm>) of the Washington Administrative Code (WAC).

Personnel Resources Board Appeals

The three-member Board is part-time. Its members are appointed by the Governor and confirmed by the Senate. Current Board members are:

Laura Anderson (Chair)
Marsha Tadano Long (Vice Chair)
Joe Pinzone (Member)

For more information regarding Personnel Resources Board Appeals please visit the PRB web site at <http://prb.dop.wa.gov/default.asp> or contact:

Marlys Mitchell at 360-664-0301, MarlysM@dop.wa.gov
Holly Platz at 360-664-0373, HollyP@dop.wa.gov

General Telephone Number

For general information about either the Director's Review Program or Personnel Resources Board Appeals, please call 360-586-1481.